

Preamble

We the members of Cornerstone Baptist Church, in order to preserve and secure the principles of our faith, insure that this body may be governed in an orderly manner, preserve the liberties inherent in each individual member, and provide for the freedom of action of this body with respect to its relation to other churches of the same faith, do ordain and establish this Constitution for Cornerstone Baptist Church.

I. Name

This body shall be known as the Cornerstone Baptist Church, located at 2410 West 23rd Street, in the city of Pampa, Gray County, Texas. This body was incorporated under the incorporation in which took place in 1988 in the State of Texas, charter number being 00199415-01, Article 9.01, T.N.P.C.A..

II. Objectives

The objectives of Cornerstone Baptist Church are:

- To be a dynamic spiritual organism empowered by the Holy Spirit to share Christ with as many people as possible in our church, our community, our nation and throughout the world*
- To be a worshiping fellowship, experiencing an awareness of God, recognizing His person, and responding in obedience to His leadership*
- To experience an increasingly meaningful fellowship with God and fellow believers*
- To help people experience a growing knowledge of God and man*
- To be a church whose purpose is to be Christ-like in our daily living by emphasizing total commitment of life, personality and possessions to the lordship of Christ*

III. Articles of Faith

We affirm the Holy Bible as the inspired word of God and the basis for our beliefs. We profess a living faith, rooted and grounded in Jesus Christ, who died for our sins and arose the third day to be our Living Savior. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ, personally committed to sharing this living faith and the good news of salvation to lost mankind. This church subscribes to the doctrinal statement of the Baptist Faith and Message adopted by the Southern Baptist Convention in 1963 and as amended in 1998 and 2000.

IV. Church Covenant

Having been led, as we believe by the Spirit of God, to receive the Lord Jesus Christ as our Lord and Savior and, on the profession of our faith, having been baptized in the name of the Father, of the Son and of the Holy Spirit, we do now, in the presence of God and this assembly, most solemnly and joyfully enter into covenant with one another as one body in Christ.

We engage, therefore, by the aid of the Holy Spirit to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its spirituality and prosperity; to sustain its worship, ordinances, doctrines and discipline; to contribute cheerfully and regularly to the support of the ministry, the expenses of this church, and the relief of the poor; and to be zealous in our efforts to spread the Gospel and advance the kingdom of our Savior Jesus Christ through all nations.

We believe marriage is the uniting of one man and one woman in covenant commitment for a lifetime; joined together according to the laws of God in the sanctity of marriage. We also engage to maintain family and secret devotions; to consistently educate our children according to the Word of God; to seek the salvation of our kindred and acquaintances; to walk with Godly wisdom (Ephesians 5:15) in the world; to be just in our dealings, faithful in our engagements and exemplary in our conduct; to avoid all gossiping, belittling and excessive anger; to abstain from the use of illegal drugs and intoxicating drinks as a beverage; and to use our influence against pornography and homosexuality and to combat the abuse of drugs and alcohol.

Believing that God is the giver and sustainer of life and that life begins at conception, we oppose abortion and will strive to present Godly alternatives to those considering abortion.

We further engage to watch over one another in brotherly love; to remember one another in prayer; to aid one another in sickness and distress; to cultivate Christian sympathy in feeling and Christian courtesy in speech; to be slow to take offense, but always ready for reconciliation and mindful of the teachings of our Savior to secure it without delay.

We moreover, engage that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the spirit of this covenant and the principles of God's Word.

V. Polity and Relationships

The government of this church is vested in the body of believers who compose it. Persons duly received by the members shall constitute its membership (By-Laws, Article I).

All internal groups created and empowered by this church shall report to and be accountable only to this church, unless otherwise specified by church action.

(This church is subject to the control of no other ecclesiastical body, but it recognizes and sustains the obligations of mutual counsel and cooperation, which are common among Baptist churches.

Insofar as is scriptural and practical, this church will cooperate with and support the Top O Texas Association, the Southern Baptist of Texas Convention and the Southern Baptist Convention.)

I. Church Membership

Section 1 General Statement

This is an autonomous and democratic Southern Baptist Church under the lordship of Jesus Christ. This membership retains unto itself the exclusive right of self-government in all phases of the spiritual and temporal life of this church.

This membership reserves the exclusive right to determine who shall be members of this church and the conditions of such membership. The conditions of former lifestyles, race, nationality, or economic status will not prohibit anyone from membership.

Section 2 Categories of Membership

- A. Resident: One known to live in the area served by this church.*
- B. Non-Resident: One known to reside where they cannot reasonably be expected to participate in the programs of this church.*

Section 3 Candidacy for Membership

Any person may offer himself/herself as a candidate for membership in this church. All such candidates will be presented to the church for membership at any regular church service in any of the following ways:

- A. By profession of faith in the Lord Jesus Christ and for baptism according to the policies of this church (see By-Laws, Article VII).*
- B. By promise of a letter of recommendation from another Baptist church of like faith and order and upon the receipt of such letter.*
- C. By statement of prior conversion experience and scriptural baptism in a church of like faith and order when no letter is obtainable.*

All candidates will be counseled by the pastor and/or deacons prior to being presented for membership in this church.

Should there be any dissent as to any candidate, such dissent shall be referred to the pastor and the deacon body for investigation and the making of a recommendation to this church within thirty (30) days. A three-fourths (3/4) vote of those members present and voting shall be required to approve such candidate for membership.

Section 4 New Member Orientation

New members of this church are expected to participate in this church's new member orientation.

Section 5 Rights of Members

- A. Every member of this church is entitled to vote at all elections, and on all business submitted to this church in business meetings, provided the member is present or provision has been made for absentee voting. Absentee ballots must bear the member's signature and date.*
- B. Every member of this church is eligible for consideration by the membership as candidates for elective offices in this church.*
- C. Every member of this church may participate in the ordinances of the church as administered by this church.*

Section 6 Termination of Membership

Membership shall be terminated in the following ways:

- A. Death of a member*
- B. Dismissal to another Baptist Church by letter or statement of faith*
- C. Exclusion by action of this church, upon recommendation by pastor and deacons or in the absence of a pastor, the deacon body*
- D. Erasure upon request or proof of membership in a church of another denomination*

Section 7 Discipline

It shall be the practice of this church to emphasize to its members that every reasonable measure will be taken to assist any troubled member. The pastor, deacons and other members of this church are available for counsel and guidance. The attitude of members towards one another shall be guided by concern for redemption rather than punishment.

Should some serious condition exist which would cause a member to become a disgrace to this church, the pastor and the deacon body will take every reasonable measure to resolve the problem in accordance with Matthew 18. If it becomes necessary for this church to take action to exclude a member, a two-thirds (2/3) vote of the members present and voting is required; and this church may proceed to declare the person to be no longer in the membership of this church. All such proceedings shall be pervaded by a spirit of Christian kindness and forbearance.

This church may restore to membership any person previously excluded, upon request of excluded person, and upon evidence of the excluded person's repentance, and by a two-thirds (2/3) vote of members present and voting.

II. Church Officers

Section 1 General Statement

All who serve as officers of this church will be members of Cornerstone Baptist Church. The officers of this church shall be the pastor, the ministerial staff, the deacons, a clerk, a treasurer, the trustees and other officers as determined by this church.

Section 2 Pastor

A. General Statement

The pastor, who is under the authority of Jesus Christ, is the spiritual leader of this church. He is responsible for the spiritual direction of the church as he is led by the Holy Spirit, the Holy Scriptures and the Constitution and By-Laws of this local body.

B. Pastor's Qualifications

- 1. He must be willing to give testimony of having received Jesus Christ into his life as Lord and Savior.*
- 2. He must give evidence of having been called of God into the Gospel Ministry and having been licensed and ordained by a Southern Baptist Church (If not already ordained, willing to seek ordination in a timely manner).*
- 3. He must believe the Bible and preach it as being the divinely inspired, infallible, inerrant Word of God.*
- 4. He must give evidence in life and practice of the qualifications set forth in I Timothy 3:1-7.*
- 5. He must be supportive of mission work throughout the world.*
- 6. He should be tither.*
- 7. No man will be considered who has been divorced or who has married a divorced woman in compliance with I Timothy 3:2; and Romans 7:1-3.*

C. Pastor's Duties

1. Job Description

The personnel team will provide job description to be kept on file in church office

D. Pastor's Provisions

- 1. The salary and benefits of the pastor will be fixed by a vote of this church in negotiation with the Pastoral Search Team, the Budget and Finance Team, and the prospective pastor upon his election. Salary and benefits will be reviewed at least annually thereafter by the Budget and Finance Team and presented to this church for approval.*
- 2. The pastor is encouraged to take two (2) days off each week away from pastoral duties. The two days will be of his choice, Sundays excluded.*
- 3. The pastor's vacation time will be as follows:*
 - a. After six (6) months of service, one (1) week of paid vacation, including one (1) Sunday*
 - b. After one (1) year of service, two (2) weeks of paid vacation, including two (2) Sundays*
 - c. After five (5) years of service, three (3) weeks of paid vacation, including three (3) Sundays*
 - d. After ten (10) years of service, four (4) weeks of paid vacation, including four (4) Sundays*
 - e. Upon calling of a new pastor, vacation time may be negotiated according to his prior experience*

Date of hire is the anniversary date and he may carry over up to five (5) days; he may take vacation time in as little as one (1) day increments; he may sell back to the Church a block of five (5) days (1 week).

- 4. In case of emergency (death in the family, illness, etc.) the pulpit supply will be paid by this church not to exceed three (3) Sundays. In case of long term illness, the Budget and Finance Team and the deacons will recommend what salary and benefits will be paid and the length of pay scheduled. All will be presented to this church body for vote.*
- 5. The pastor will be allowed to conduct two (2) paid revivals away from this church field each year, including one (1) Sunday per revival. Time away is not to exceed one (1) week per revival.*
- 6. The pastor may select meetings or conventions of his choice not to exceed ten (10) days away from the church field. Budgeted funds are not to be exceeded and all expenditures are to be supported by receipts. Personal expenditures, not essential or associated with convention requirements, will be at the pastor's expense. (i.e. for participating in or attending sporting events, etc.) The pastor will be responsible for expenses incurred by his family.*
- 7. The pastor will be financially responsible for his supply preachers, except for vacations, illness, and revivals as stated in numbers 3, 4 and 5 above.*

E. Election of Pastor

See By-Laws Article 4, Section 2, Letter A

F. Tenure of Service

- 1. The term of service for the pastor will continue until the relationship is terminated by his request or by request of this church.*
 - a. The pastor may relinquish the office of pastor by giving at least two (2) weeks written notice to this church at the time of resignation.*
 - b. At this church's request of termination, the pastor will be given a two (2) weeks notice.*
 - c. Every effort should be made to avoid a forced pastoral resignation.*
- 2. This church may declare the office of pastor to be vacant when:*
 - a. A special business meeting is called for that purpose, before which public notice has been given in two (2) regular church services.*
 - b. Such meeting has been requested by a majority of the deacons or by a written petition signed by not less than two-fifths (2/5) of the resident church members.*
 - c. The moderator for this meeting will be someone other than the pastor.*
 - d. The vote to declare the office vacant will be by secret ballot, an affirmative vote of three-fourths (3/4) of the members present and voting being necessary to declare the office of pastor vacant.*
 - e. In instances of gross misconduct by the pastor, this church will compensate the pastor with not less than two (2) weeks salary. Termination will be immediate, without prior notice; this church has two (2) weeks time to render all compensation; and the pastor so excluded will vacate all church premises in no more than two (2) weeks. Final pay will not be rendered until all church premises are vacated.*

Section 3 Church Staff

A. Employment and Supervision

1. Ministerial Staff

a. Employment

The ministerial staff will be called and employed by this church whenever this church determines the need for added positions. Such offices could be in the ministries of Music, Youth, Education, Aging, Handicapped, Evangelism, and others the church determines necessary. A Ministerial Staff Selection Team, appointed by the senior pastor, will search out and recommend to this church the person to fill each office. This team, together with the Budget and Finance Team, will present provisions concerning salary, benefits, and time off to this church for vote at such time we begin seeking an additional ministerial staff person.

b. Supervision

All ministerial staff will be supervised by this church's senior pastor, and all comments and complaints of the staff or comments and complaints concerning the staff should be directed to the pastor.

c. Job Description

The personnel team will provide job description to be kept on file in church office

2. Non-Ministerial Staff

a. Employment

Non-ministerial staff members will be employed as this church determines the need for their services. This church's Personnel Team in consultation with the pastor, will recommend to this church the employment of non-ministerial staff members.

b. Supervision

The supervision of such staff will be the responsibility of the pastor and/or a designated ministerial staff member. All comments and complaints regarding their performance of duties should be directed to the Personnel Team

c. Job Description

The personnel team will provide job description to be kept on file in church office

B. Termination of Services

1. Ministerial Staff

a. Staff members wishing to terminate their ministry in this church will give a two (2) weeks' written notice to the pastor and/or deacons after personally notifying them.

b. This church may vote to vacate such positions upon recommendation of the pastor and/or deacons. Such recommendation will require a two-thirds (2/3) affirmative vote of those present and voting; it will be effective immediately; and there will be two (2) weeks' severance pay.

C. Licensing and Ordinations

1. Licensing

When a scripturally qualified brother of this church, announces to this church that he feels the call to the preaching ministry, this church may license and/or allow him to be free to exercise his gifts as a minister in order that he may prove his fitness thereunto.

2. Ordaining

This church may vote to ordain as a minister of the gospel any man who feels God's call To give his life to the ministry and is qualified in terms of his Christian experience, talents, knowledge of the scriptures and doctrinal beliefs. However, this church upon recommendation of the pastor and deacons may first call an ordained advisory and examining council from other churches in the association (compliant with the ordination policy of the association). A favorable written report from the council must be received before the ordination will take place.

3. *Duration of Service*

Men who have been set aside by permanent licensing or ordination are set aside for life, but such licensing or ordination will always be contingent on consistent character and pursuit of this call. In the event an individual decides to turn in his license, he may do so at any time. This action will go through the pastor and/or deacons, and regular business transaction of this church. Should it become necessary to revoke any member's or former member's license or ordination because of unchristian conduct, this action will follow the same channels. The law of love will be applied in all cases.

4. *Divorce*

No man shall be licensed or ordained who has been divorced or who is married to a divorced woman in compliance with I Timothy 3:2; and Romans 7:1-3. No man licensed or ordained who gets divorced or marries a divorced woman will be allowed to continue to serve.

Section 4 Associate Pastor

A. *General Statement*

The Associate Pastor will support the work of the church and the pastor. He will hold to Scripture in all matters and do the work of ministry in areas designated at his call to serve in this church family. The area of work will be determined under the guidelines of Section 3, Church Staff, A—Employment

B. *Qualifications*

1. *He must be willing to give testimony of having received Jesus Christ into his life as Lord Savior.*
2. *He must give evidence of having been called of God into the Gospel Ministry and having been licensed and ordained by a Southern Baptist Church (If not already ordained, willing to seek ordination in a timely manner).*
3. *He must believe the Bible and preach it as being the divinely inspired, infallible, inerrant Word of God.*
4. *He must give evidence in life and practice of the qualifications set forth in I Timothy 3:1-7.*
5. *He must be supportive of mission work throughout the world.*
6. *He should be a tither.*
7. *No man will be considered who has been divorced or who has married a divorced women in compliance with I Timothy 3:2; and Romans 7:1-3.*

C. *Duties*

1. *Be supportive of the pastoral ministries of this church*
2. *Assist in the worship service in any capacity needed*
3. *Direct work in their assigned area*
4. *Help the church family to be a purpose driven church*

D. Provisions

- 1. The salary and benefits of the Associate Pastor will be fixed by vote of this church in negotiation with the Pastoral Selection Team, the Budget and Finance Team and the prospective Associate Pastor upon his election. Salary and benefits will be reviewed at least annually thereafter by the Budget and Finance Team and presented to this church for approval.*
- 2. The Associate Pastor is encouraged to take two (2) days off each week away from pastoral duties. The two (2) days will be of his choice, Sunday's excluded.*
- 3. The Associate Pastor's vacation time will be as follows:*
 - a. After six (6) months of service, one (1) week of paid vacation, including one (1) Sunday*
 - b. After one (1) year of service, two (2) weeks of paid vacation, including two (2) Sundays*
 - c. After two (5) years of service, three (3) weeks of paid vacation, including three (3) Sundays*
 - d. After ten (10) years of service, four (4) weeks of paid vacation, including four (4) Sundays*
 - e. Upon calling of a new associate pastor, vacation time may be negotiated according to his experience*

Date of hire is the anniversary date and he may carry over up to five (5) days; he may take vacation time in as little as one (1) day increments; he may sell back to the church a block of five (5) days (1 week).
- 4. The Associate Pastor will be allowed to conduct two (2) paid revivals away from his church family each year, including one (1) Sunday per revival with time away not to exceed one (1) week.*
- 5. The Associate Pastor may select meetings or conventions of his choice not to exceed ten (10) days away from the church field. Budgeted funds are not to be exceeded and all expenditures are to be supported by receipts. Personal expenditures, not essential or associated with convention requirements, will be at the Associate Pastor's expense (i.e. for participating in or attending sporting events, etc.). The Associate Pastor will be responsible for expenses incurred by his family.*
- 6. The Associate Pastor will secure those to assist in his work that are necessary for the ongoing work of the church family while he is away.*

Section 5 Youth Minister

A. General Statement

The Youth Minister will lead the youth of our church to deepen their Christian life and reach out to those around them, drawing them to Christ.

B. Qualifications

- 1. Give evidence of their personal walk with Christ*
- 2. Give evidence of their calling to the ministry*
- 3. He must believe the Bible and preach it as being the divinely inspired, infallible, inerrant Word of God.*
- 4. Support missions with their money and their time*
- 5. Support the church with their tithes and offerings*
- 6. Will need to be licensed, if not already, and ordained at the recommendation of the pastor and deacons*
- 7. No man will be considered who has been divorced or who has married a divorced woman in compliance with I Timothy 3:2, and Romans 7:1-3*

C. Duties

1. Refer to Job description

D. Provisions

1. The salary and benefits of the Youth Minister will be fixed by a vote of this church in negotiation with the Personnel Team, the Budget and Finance Team and the prospective Youth Minister upon his election. Salary and benefits will be reviewed at least annually thereafter by the Budget and Finance Team and presented to this church for approval.
2. The Youth Minister is encouraged to take two (2) days off each week away from ministerial duties. The two (2) days will be of his choice, excluding Sundays.
3. The Youth Minister's vacation time will be as follows:
 - a. After six (6) months of service, one (1) week of paid vacation, including one (1) Sunday
 - b. After one (1) year of service, two (2) weeks of paid vacation, including two (2) Sundays
 - c. After five (5) years of service, three (3) weeks of paid vacation, including three (3) Sundays
 - d. After ten (10) years of service, four (4) weeks of paid vacation, including four (4) Sundays
 - e. Upon calling of a new Youth Minister, vacation time may be negotiated according to his prior experience
Date of hire is the anniversary date and he may carry over up to five (5) days; he may take vacation time in as little as one (1) day increments; he may sell back to the church a block of five (5) days (1 week).
4. Any special events not provided for by the budget must be properly approved by the church family (i.e. Youth retreats, guest speakers, etc.).

Section 6 Music Minister

A. General Statement

The Music Minister is responsible to this church for planning, conducting and evaluating the music program of this church. The minister will work with the pastor, other staff and music team members to carry out the tasks of the Music Program.

B. Qualifications

1. Give evidence of their personal walk with Christ
2. Give evidence of their calling to the ministry
3. He must believe the Bible and preach it as being the divinely inspired, infallible, inerrant Word of God.
4. Support missions with their money and their time
5. Support the church with their tithes and offerings
6. Will need to be licensed, if not already, and ordained at the recommendation of the pastor and deacons
7. No man will be considered who has been divorced or who has married a divorced woman in compliance with I Timothy 3:2; and Romans 7:1-3

C. Duties

1. Refer to Job description

D. Provisions

- 1. The salary and benefits of the Music Minister will be fixed by a vote of this church in negotiation with the Personnel Team, the Budget and Finance Team and the prospective Music Minister upon his election. Salary and benefits will be reviewed at least annually thereafter by the Budget and Finance Team and presented to this church for approval.*
- 2. The Music Minister is encouraged to take two (2) days off each week away from ministerial duties. The two (2) days will be of his choice, excluding Sundays.*
- 3. The Music Minister's vacation time will be as follows:*
 - a. After six (6) months of service, one (1) week of paid vacation, including one (1) Sunday*
 - b. After one (1) year of service, two (2) weeks of paid vacation, including two (2) Sundays*
 - c. After five (5) years of service, three (3) weeks of paid vacation, including three (3) Sundays*
 - d. After ten (10) years of service, four (4) weeks of paid vacation, including four (4) Sundays*
 - e. Upon calling of a new Music Minister, vacation time may be negotiated according to his prior experience*

Date of hire is the anniversary date and he may carry over up to five (5) days; he may take vacation time in as little as one (1) day increments; he may sell back to the church a block of five (5) days (1 week).

Section 7—Church Secretary

A. General Statement

- 1. The Church Secretary will operate the church office in a manner keeping with the integrity of our church family. They are to be professional in all their dealings with those who enter the office and also seek to keep an openness in their position. They should be pleasant and helpful to the staff as well as the church family.*
- 2. The secretary should recognize the privacy and confidentiality of things that take place in the church and must keep them in the strictest confidence. The confidential work and information gathered in the office should not be discussed, shared or otherwise talked about away from the office. Failure in this area will result in disciplinary action and possible termination.*
- 3. When a member of the church, they should not hold any other church office or serve on any team. The church secretary does not have to be a member of Cornerstone Baptist Church. If they are members, they cannot be the spouse of the treasurer or the spouse of a counting team member,*
- 4. When the position of church secretary is to be filled, it will be the responsibility of the Personnel Team and the Pastor to fill that position. In the situation of a paid secretary, the Personnel Team working with the Budget and Finance Team will present to the church a financial package along with duties and hours to be worked. This church will pay at least minimum wage. After church approval, the Personnel Team will interview and recommend a person to the church; then, the church will vote on the person presented.*
- 5. The church secretary will serve under the direct supervision of the pastor, or in the absence of the pastor, the associate pastor, and then the Personnel Team.*
- 6. The church secretary should see this position as a ministry, doing their work for the Lord.*

B. Duties

- 1. Duties as listed in the current job description.*

C. *Vacation*

1. *One (1) week of paid vacation after one (1) year of employment*
2. *Two (2) weeks of paid vacation after three (3) years of employment*
3. *Three (3) weeks of paid vacation after five (5) years of employment*

D. *Other Benefits*

1. *Five (5) sick days will be allowed per year*
2. *Five (5) days of non-paid per year*

The days are set forth herein are based on the numbers of hours worked in a work day and the number of days in a work week.

All leave should be used in half-day or full-day increments.

F. *Dismissal*

1. *Following a 90-day probationary period, the Personnel Team will evaluate the Church Secretary's performance and make a recommendation to the church concerning continuation of employment. There will be a semi-annual review made by the Personnel Team.*
2. *Violation of the confidentially code and/or by-passing authority are immediate grounds for dismissal, whether the position is paid or voluntary.*
2. *Any instance of a violation of confidentiality when verified by the Pastor and the Personnel Team will result in a recommendation to the church of immediate termination of employment.*
3. *This provision applies to paid and/or volunteer secretaries*

Section 8—Preschool Staff Responsibilities

1. *Duties as described in the job description*

A. *Supervision*

1. *Following a 90 day probationary period, the Personnel Team will evaluate the Nursery Worker's performance and make a recommendation to the church concerning continuation of employment. There will be a semi-annual review made by the Personnel Team.*

Section 9—Custodian

A. *General Statement*

The position of custodian of Cornerstone Baptist Church is one of ministry.

1. *On a weekly basis the custodian will:*

Vacuum all carpets and mats, sweep and mop all floors (especially kitchen, restrooms and nursery), dust and clean all furniture (including tables in fellowship hall and heaters) and window sills, clean all mirrors and glass doors, clean all restrooms, make sure that restrooms are properly supplied, clean and disinfect water fountain, empty all trash containers and replace liners, clean kitchen and nursery sinks and counter. Dust baseboards as needed. Clean cobwebs as needed. Clean kitchen appliances as needed. Straighten chairs and tables in all rooms. Make sure all hymnal racks are straightened and clean of any trash as well as Lord's Supper cups. Clean carpets with carpet cleaner as needed.

(The following will be put into effect at such time that a full time custodian is hired or the position is filled by a church member.)

2. *Before and after each service on Sunday and Wednesday evening, before any special occasion this church will host (i.e. weddings, funerals, etc.) and during Revivals, after each*

noon service and evening service, it will be required of the custodian to make sure that hymnals are in the racks; all trash picked up and trash cans emptied and all restrooms are presentable.

3. It will be required of the custodian to open and close the church for all services and to ensure that heaters/air conditioners are adjusted properly.

B. Paid Custodian

1. The custodian will be paid at a rate voted on by this church. This church will pay at least minimum wage. See current budget for rate. Taxes will be deducted at the current rate as prescribed by law. This church will pay payroll taxes at the current rate as prescribed by law.

2. Supervision

a. Following a 90 day probationary period, the Personnel Team will evaluate the custodian's performance and make a recommendation to the church concerning continuation of employment. There will be a semi-annual review made by the Personnel Team.

b. The custodian will be under the supervision of the Personnel Team. The custodian should direct all concerns regarding the building to the Building and Grounds Team and concerns regarding this position to the Personnel Team. Church members should direct concerns about the cleanliness of this church to the Personnel Team.

3. Vacation

a. Part-time custodial staff will receive one (1) week (a total of fifteen (15) hours) of paid vacation time per year, after one (1) year of employment.

C. If contracted services are used all previous clauses become ineffective and duties are performed as per the contract.

Section 10 Deacons

A. General Statement

The Greek word for "deacon", diakonos, literally means "through the dust" and carries the concept of a man raising dust or being busy serving the one in authority over him. The deacon is God's servant, whom God has placed within the church to minister and to serve. Deacons are expected to carry out the programs of this church, and not to work against those adopted by this church. The deacon is asked to resign his position as a deacon if he sees he cannot support the programs of this church.

B. Qualifications

Scriptural qualifications:

I Timothy 3:8-13

1. A man ruling his own house

2. Not a young Christian

3. Good reputation

4. Honorable, respected

5. Not two-faced or double-tongued

6. Abstain from alcoholic beverages

7. Not eager for disgraceful profit

8. Doctrinally sound

9. Purity of life

10. Proven man

11. Blameless

12. Wife must be faithful

13. Husband of one wife

Acts 6:3

1. Man of honest report

2. Full of the Holy Spirit

3. Full of wisdom

The following are qualifications for considering men to serve this church as deacons:

- 1. All men who are active members of this church and who are scripturally a constitutionally qualified are considered candidates for deaconship, unless they decline.*
- 2. There will be no obligation to this church to assign as deacon one who has been a deacon in another church; but in such instance when one might be chosen by this church for assignment as a deacon, his previous ordination by another church of like faith and order will suffice for this church.*
- 3. Any man nominated to serve as deacon or any deacon coming into this fellowship who has been a member of another Southern Baptist Church, will have been a member of this church at least one (1) full year (beginning with the most recent date he joins this church) before taking office.*
- 4. No man will actively seek the office of deacon. If such activity by him or any member of his family becomes known in this church, it shall, in the opinion of this church, serve to disqualify him for election.*
- 5. Deacons should be tithers. It is impossible to conceive how a person could be a good steward of the affairs of this church of the Lord Jesus Christ if he is not a good steward of his own financial obligations to God.*
- 6. Deacons should be faithful in attendance of church services and supportive of all church programs.*
- 7. In compliance with I Timothy 3:2 and Romans 7:1-3, no man will be considered for the office of deacon who has been divorced or who has married a woman who has been divorced.*
- 8. He and his wife must have gone through the deacon training program as directed by the deacon body and he must be ordained before serving in any capacity as a deacon.*
- 9. He should manage his household well.*
- 10. The candidate's wife should be in complete agreement and cooperation with his serving, and she will be involved in the interviewing process.*

C. Responsibilities in accordance with scripture and the practice of the New Testament deacons are:

- 1. To be zealous in their faith and to guard the unity of the Spirit within the church in the bond of peace*
- 2. In consultation with the pastor, to serve as a council of advisors*
- 3. To consider and formulate plans under the leadership of the pastor for the constant effort and progress of this church in all things pertaining to the saving of souls (Witnessing), the development of Christians (Discipleship), and the extension and growth of the Kingdom of God (Outreach).*
- 4. To establish and maintain personal, fraternal relations with and inspiring oversight of all the membership of this church by proper organization and method among themselves—especially are they to seek to know the physical needs and the moral and spiritual struggles*

- of the brethren and sisters, and to service the whole church in relieving, encouraging and developing all who are in need (Pastoral Care)*
5. *To oversee the discipline of this church, in council with the pastor, and by such methods as the Holy Spirit may direct in accordance with the New Testament, using the principles set forth in Matthew 18:15-17; I Corinthians 5:9-13; I Thessalonians 5:12-14 (Church Discipline)*
 6. *To serve as a pulpit supply team in the event the pastor is gone and/or unable to secure pulpit supply*
 7. *To work with the pastor in making arrangements for all revivals*
 8. *To establish working teams made up of deacons as required—specifically, the following three (3) teams are to be made up by the deacons:*
 - a. *Lord's Supper Team*
 1. *Composed of three (3) or more, including wives of deacons*
 2. *Be responsible for making physical arrangements for the serving of the Lord's Supper*
 3. *Be in charge of the serving vessels, cloths and equipment*
 - b. *Baptismal Team*
 1. *Composed of three (3) or more, including the wives of deacons*
 2. *Prepare the baptistery and care for the baptismal robes both before and after the baptism*
 3. *Assist the pastor and candidates when this ordinance is observed*
 - c. *Outreach Team*
 1. *Composed of three (3) or more, including wives of deacons*
 2. *To perform acts of outreach to persons in physical, social or mental need in the name of Christ and His church, always being aware of how God is working in a person's life to bring about the character of Christ*
 3. *To fully investigate each case, allowing the various gifted men to respond to the situation in a scriptural manner*
 9. *To make arrangements for a newly-called pastor's move and to assist him in adjusting to the new church field.*
- D. *Selection of Deacons*
1. *Selection and Elections*
 - a. *When additional deacons are needed for serving this church, the pastor and deacons will present a list of scripturally qualified men who are active members of this church, for consideration by the members of this church. (Acts 6:1-3) The pastor and deacons will be allowed to approach the possible deacon candidates and make sure that they are spiritually qualified and that they are willing to have their name presented to the church for consideration.*
 - b. *During a special called business meeting for this purpose, the list will be presented to this church. The members of this church will select the requested number of candidates from the list by secret ballot.*
 - c. *The pastor and chairman of the deacons will tally the ballots and contact the candidates beginning with the one receiving the most votes, etc. from this church.*
 - d. *After the pastor and the chairman of the deacons have obtained the needed number of candidates, an examining council, consisting of the deacons and pastor, will be convened for candidate examination.*

- e. *The candidates will be presented to this church for ordination, when the examining council determines that each candidate meets the qualifications in Scripture and this Constitution and By-Laws and have served one (1) year under the watch care of the deacon body.*
- 2. *Deacon Officer Election*
 - a. *The deacons will elect their own officers and will be organized to assist the pastor in serving people.*
 - b. *Either the chairman or vice-chairman of the deacons will be a member of the Church Coordinating Council, the Budget and Finance Team and the Nominating Team.*
 - c. *Records will be kept by the deacon secretary.*
- 3. *Terms of Office and Number of Deacons*
 - a. *Term of Office*
 - 1. *The regular term office for a deacon in this church is for life.*
 - 2. *Any deacon who becomes physically unable to fulfill the responsibilities of service shall be presented to the church for consideration as a Deacon Emeritus. In the event a Deacon Emeritus' physical condition improves, upon recommendation of the deacons, he will be presented to the church for reinstatement to the deacon body.*
 - 3. *The chairman of the deacons may serve two (2) years consecutively and then is not eligible for re-election to the chairmanship for one (1) year.*
 - b. *Number of Deacons*
 - 1. *The minimum number of deacons will be determined on the basis of one (1) deacon for each ten (10) to fifteen (15) families of this church membership.*
 - 2. *There will not be less than three (3) deacons at any one time, unless scripturally qualified men are not available.*

Section 11 Moderator

This church's moderator shall be the pastor of this church. In the absence of the Senior Pastor, the Senior Associate Pastor shall preside; in the absence of the fore-mentioned, the chair shall call the church to order and a moderator pro tem shall be elected.

Section 12 Church Clerk

This church will elect annually a clerk as its own clerical officer. The clerk's duties are:

- A. *To record minutes of church business meetings*
- B. *To provide records of church history*
- C. *To serve as a member of the Church Coordinating Council*
- D. *To record constitutional amendments as adopted by the church*

All church records are church property and will be kept in the church office when an office is maintained. (By-Laws Article VI)

Section 13 Treasurer

A. General Statement

This church will annually elect a church treasurer. The same individual can fill the position as long as the church body, through election, approves it.

B. Duties

- 1. *Oversee the expenditures of all the finances and the general financial welfare of the church family*

2. *Prepare monthly statements*
3. *Present monthly statements as well as the yearly report no later than February of each year*
4. *To fulfill all financial obligations of this church family*
5. *To be responsible for all payroll needs, including the quarterly tax estimate*
6. *To prepare monthly financial summaries for the Treasurer and this church family*
7. *To prepare all tax documents needed by staff and employees of the church family (i.e. W-4's, 1099's, etc.)*

Section 14 Trustees

This church will elect three (3) trustees to serve as legal officers of the church. The trustees' duties are:

- A. *To hold in trust this church's properties*
- B. *To have the power to buy, sell, mortgage, lease or transfer any church properties; only upon a specific vote of this church authorizing a particular action*
- C. *To sign legal documents involving the sale, mortgage, purchase, or rental of properties, or other legal documents related to church-approved matters, when the signatures of trustees are required by church action*
- D. *To maintain an inventory of all legal documents, equipment and church properties*
- E. *To counsel with other committees or organizations concerning legal matters*
The trustees will serve on a rotating basis, with one (1) new trustee being elected every year for a three (3) year term. They will be presented by this church's Nominating Team and elected by this church.

If a vacancy occurs, the Nominating Team will recommend to this church's body a replacement to fill the unexpired term. The senior trustee will serve as chairperson, will serve on the Church Coordinating Council and the Budget and Finance Team.

Section 15 Librarian

The librarian will be responsible for the administration of this church's library and will serve as a member of the Church Coordinating Council. The Librarian's duties are:

- A. *To be responsible for organizing and filing books, tapes, filmstrips, etc.*
- B. *To establish and maintain a card catalog*
- C. *To be responsible for checking in and out the various materials*
- D. *To be responsible for maintaining and storing a record of historical data from the historian, distributing promotional materials (such as posters, brochures, etc.) for various projects and assembling pertinent material for bulletin boards*
- E. *To be responsible, in cooperation with the trustees, for insuring that projectors, recorders, and other media equipment are in good running order*
- F. *To be responsible, under the counsel of the pastor, for the purchase of new books and equipment when funds are available as authorized by this church.*

Section 16 Historian

The Historian's responsibilities are:

- A. *To collect photographs*
- B. *To gather statistics*
- C. *To compile membership/attendance statistics*
- D. *Prepare narrative overview of the year's events*

E. Make copies available for members and to preserve a copy for future use

III. Church Education Ministries

Section 1 General Statement

All educational organizations of this church will use Southern Baptist literature, or literature approved by this church; and each officer, teacher and leader shall be a member of this church.

Section 2 Sunday School or Bible Study Classes

A. The Ministry of Sunday School

1. General Statement

The Sunday School will be the basic organization for the Bible teaching program. The Sunday School will be organized by departments and/or classes, as appropriate for all ages, and will be conducted under the direction of the Sunday School Director elected by this church. The tasks of the Sunday School are:

- a. To teach Biblical revelation*
- b. To reach persons for Christ and for church membership*
- c. To perform the functions of the church within its realm of ministry (i.e. witnessing, counseling, visitation, fellowship, etc.)*
- d. To provide and interpret information regarding the work of this church and denomination*

B. The Sunday School Director

1. General Statement

The Sunday School Director is responsible to this church for planning, conducting, and evaluating the work of the Sunday School. This person will look to the pastor (and the minister of education when there is one) for counsel and leadership in the Sunday School. The director will, in turn, give leadership to the work of the Sunday School teachers and officers. This person will be a member of the Nominating Team and will serve on the Church Coordinating Council. This person's major responsibilities are:

- a. To lead as needed in the organization of the Sunday School to reach and to teach effectively*
- b. To give direction to the enlisting of workers for the Sunday School*
- c. To give support, guidance and specific assistance to Sunday School teachers and officers*
- d. To help in leading all workers to become effective witnesses to the lost and unchurched*
- e. To help all workers see the importance of involving people in effective Bible study*
- f. To develop and support the outreach program of the Sunday School*
- g. To determine training needs of the workers and to develop a comprehensive training plan*
- h. To lead workers in setting challenging yet reachable goals*
- i. To determine financial and physical resources needed for the Sunday School and to recommend these needs to this church through the Budget and Finance Team and/or the Building and Grounds Team*
- j. To give direction to the selection and proper use of all curriculum materials*
- k. To keep the Sunday School leaders informed concerning the work of this church and this denomination*

- l. To direct the maintaining and use of records for the Sunday School*
- m. To report periodically to this church on the progress of the Sunday School*
- n. To lead in evaluating the work of the Sunday School, its outreach, teachers and other programs*

C. Outreach Director

1. General Statement

The Outreach Director is responsible to the pastor and the Sunday School Director for planning, conducting, and evaluating efforts for reaching persons for Christ, Bible study, and church membership. The Outreach Director will be elected annually by this church. The person will be a member of the Church Coordinating Council. This person's responsibilities are:

- a. To assist in directing the outreach efforts of this church*
- b. To assist the Sunday School Director in determining the organizational needs to reach people for Bible study through the Sunday School*
- c. To assist in developing outreach and evangelism plans and training opportunities*
- d. To maintain in cooperation with the Evangelism Team, an up-to-date file of prospects*
- e. To lead in assigning prospects to department and classes for ongoing visitation*
- f. To compile information from the individual visits and determine if a follow up visit is needed*
- g. To assist in developing a regular program of visitation of Sunday School prospects and absentees*

Section 3 Discipleship Training

A. The Ministry of Discipleship Training

1. General Statement

The Discipleship Training organization will serve as the training unit of this church. Discipleship Training will be organized by departments for all ages and conducted under the direction of a general director. the tasks of Discipleship Training are:

- a. To train church members to perform the functions of this church*
- b. To train church leaders*
- c. To orient new church members*
- d. To teach Christian theology, Christian ethics, Christian history, and church polity and organization*
- e. To provide and to interpret information regarding the work of the church and the denomination*

B. The Discipleship Training Director

1. General Statement

The Discipleship Training Director is responsible to this church for planning, conducting and evaluating the Church Training program. This person will look to the pastor (and to the minister of education when there is one) for counsel and leadership in the Discipleship Training program. The director will, in turn, give leadership to the work of the Discipleship Training leaders and officers. The Discipleship Training Director will be elected annually by this church. This person will be a member of the Nominating Team and will serve on the Church Coordinating Council. This person's responsibilities are:

- a. To lead in determining the Discipleship Training programs needed to train and to teach church members*

- b. To give direction to the enlisting of workers for Discipleship Training*
- c. To give support, guidance and specific assistance to other Discipleship Training officers and leaders*
- d. To determine training needs of the workers and to develop a comprehensive training program*
- e. To lead workers in setting challenging yet reachable goals*
- f. To give direction to the selection and proper use of all curriculum materials*
- g. To determine financial and physical resources needed for the Discipleship Training program and recommend these to this church through the Budget and Finance Team and/or the Building and Grounds Team*
- h. To maintain and use records for the Discipleship Training program*
- i. To report periodically to this church on the progress of the Discipleship Training program*
- j. To lead in evaluating the work of the Discipleship Training program*

Section 4 Women On Mission

A. The Ministry of W.O.M.

1. General Statement

Women On Mission shall be the mission education, action and support organization of this church for women, young women, girls and preschool children. W.O.M will have such officers and organizations as the program requires.

Its task's are:

- a. To teach missions*
- b. To engage in mission action*
- c. To support world missions through praying and giving*
- d. To provide and interpret information regarding the work of this church and denomination*

B. The Women On Mission Director

1. General Statement

The W.O.M. Director is responsible to this church for planning, conducting and evaluating the work of the W.O.M.. She will work with the pastor and other W.O.M. officers and leaders to carry out the tasks of the W.O.M. organization. The W.O.M. Director will be elected annually by this church to serve for the following year (beginning in September). She will serve as a member of the Church Coordinating Council and the Missions Team. Her responsibilities are:

- a. To lead in determining the W.O.M. organization needed to carry out the W.O.M. program*
- b. To give direction to the enlisting of W.O.M. officers and leaders*
- c. To give support, guidance and specific assistance to officers and leaders*
- d. To determine training needs of the officers and leaders and to develop a comprehensive training plan*
- e. To lead officers and leaders in setting challenging yet reachable goals*
- f. To give direction to the selection and proper use of organizational materials*

- g. *To determine financial and physical resources needed for the W.O.M. organization and recommend these to this church through the Budget and Finance Team and/or the Building and Grounds Team*
- h. *To maintain and use records and reports for the W.O.M.*
- i. *To lead in evaluating the work of the W.O.M.*
- j. *To report periodically to this church on the progress of the W.O.M.*

Section 5 Church Music Program

A. The Ministry of the Church Music Program

1. General Statement

The Church Music Program will be under the direction of the volunteer church-elected or hired (part-time or full-time) Music Director.

B. The Music Director

1. General Statement

The Music Director is responsible to this church for planning, conducting and evaluating the music program of this church. The director will work with the pastor and other Music Program workers to carry out the tasks of the Music Program. The responsibilities of the Music Director are:

- a. To provide the music for all worship services*
- b. To lead in the enlistment of workers for the Music Programs*
- c. To give support, guidance and specific assistance to all Music Program workers*
- d. To lead workers in setting challenging yet reachable goals*
- e. To give direction to the selection, proper use and maintenance of all music, instruments and equipment*
- f. To determine financial and physical resources needed for the Music Program and to recommend these needs to this church through the appropriate team(s) (i.e. Budget and Finance Team, Building and Grounds Team or Sound and Special Lighting Team)*
- g. To maintain and use records for the Music Program*
- h. To report periodically to this church on the progress of the Music Program*

IV. Church Teams and Council

Section 1 Standing Teams and Councils

A. General Statement

All church team members must be elected by this church unless otherwise specified within these By-Laws. All team members and church coordinating council members must be members of Cornerstone Baptist Church. Where appropriate, teams are responsible for presenting annual budget requests for their respective areas to the Budget and Finance Team for approval by this church.

1. Team Action

Team action may be taken by a majority of members present at any meeting. No team meeting will be official unless it has been previously announced or the team chairperson has endeavored to notify all members of the team of a called meeting.

2. Team Chairpersons

Team chairpersons are designated by this church when the team is elected, unless otherwise specified in these By-Laws. These chairperson's are to serve only on their team and are not to be involved in other teams.

3. Team Membership

One person may not serve on more than two (2) teams at one time, unless so directed by this constitution, or unless there is a need for a special team. A person may serve on a special team while serving on other teams at the pastor's or church's discretion.

4. Attendance

All team members are urged to be faithful in their service to the Lord. If a member finds he/she is unable to participate in the scheduled meetings, the person might consider requesting that the church replace him/her in order that the work of the team can continue smoothly.

5. Coordinating Council Action

The chairpersons of the various teams will bring recommendations from their teams to the Coordinating Council for discussion. The chairpersons will then bring recommendations to the church for action in its regular business meeting.

The following are designated teams of this church. Additional standing teams and councils and special teams and councils as this church shall authorize may be added by amendments to the By-Laws.

B. Nominating Team

1. General Statement

The Nominating Team coordinates the staffing of all church leadership positions filled by volunteer workers, unless otherwise specified herein. A person considered for any position must be a member of Cornerstone Baptist Church, approved by the Nominating Team and elected by this church.

2. Composition

The Nominating Team will be composed of the Pastor, Treasurer, Chairman of the Deacons, Church Clerk, Sunday School Director, Discipleship Training Director, Vacation Bible School/Summer Activities Director and WOM Director.

3. Responsibilities

- a. To annually present for church approval a list of prospective church officers, teacher and workers*
- b. To be responsible for nomination of officers, teachers and workers for any additional vacancies that occur during the year*

C. Personnel Team

1. Composition

- a. This Team will be comprised of three (3) members, appointed annually by the Nominating Team and elected by the church*
- b. The chairperson will be elected by this team.*

2. Responsibilities

- a. *To recommend, after consulting with the pastor, qualified persons to fill the staff positions and the clerical, custodial and administrative jobs established by this church (“Staff” means all paid employees of this church with the exception of the pastor and ministerial staff.)*
- b. *To review and update job descriptions and organizational charts and make necessary recommendations to this church*
- c. *To recruit, interview and recommend new personnel*
- d. *To annually review salaries of all employees of this church and recommend any changes to the Budget and Finance Team*
- e. *To make periodic evaluations of the work performance of the non-ministerial staff and make necessary recommendations to this church*

D. Missions Team

1. General Statement

The Missions Team seeks to discover possibilities for missions projects, shares findings with church program organizations and serves this church in establishing and conducting such missions projects as may be assigned to it.

2. Composition

- a. *The number of members on this team shall be determined by need and elected by this church.*
- b. *The Baptist Men’s Director (when there is such an organization) and the W.O.M. Director will be standing members of the team.*
- c. *The chairperson will be elected by the team members.*

3. Responsibilities

- a. *To devise ways to keep church members aware of their missionary responsibility*
- b. *To conduct missions possibility studies and recommend plans for mission work and needed resources*
- c. *To maintain communications with outside groups and know the resources available from these groups (i.e. the Associational Missions Committee, State Missions personnel, the North American Mission Board personnel and the International Mission Board personnel)*
- d. *To plan and direct the starting of new mission work authorized by this church and to have general supervision over the work as long as the work is a mission of this church*
- e. *To make regular reports of activities to this church*

E. Deaf Ministry Team

1. General Statement

The Deaf Ministry Team is to provide a ministry for the deaf and to integrate the deaf into the life of this church.

2. Composition

- a. *The number of members will be determined by need and members will be elected by this church.*
- b. *This church will elect the Deaf Ministry Coordinator, who will serve as chairperson and who will be responsible to this church for planning, conducting and evaluating the work with the deaf and will serve on the Church Coordinating Council.*

3. Responsibilities

- a. *To plan and direct the deaf ministry in cooperation with the Deaf Ministry Coordinator*
- b. *To provide religious education for the deaf*

- c. *To set qualifications for interpreters and workers*
- d. *To enlist and train new workers*
- e. *To develop a visitation program for the deaf*
- f. *To provide proper social and spiritual education and involvement*

F. Budget and Finance Team

1. Composition

- a. *The Budget and Finance Team will be composed of the Pastor, Chairman of the Deacons, Treasurer, Chairman of the Trustees and four members appointed annually by the nominating team and elected by the church.*
- b. *The Budget and Finance Team will elect a chairperson from among its members (The Pastor and the Treasurer are excluded from serving as chairperson.).*
- c. *Team members will serve for the church year (September 1 to August 31).*

2. Responsibilities

- a. *To have regular monthly meetings for the purpose of receiving reports from the treasurer and considering this church's general financial condition*
- b. *To consult with the officers and leaders of the various organizations of this church and the chairperson of other teams for the purpose of preparing the proposed church budget for the ensuing calendar year*
- c. *To establish written procedures for receipt, control and expenditures of church funds and have such procedures presented to this church for a vote (Priorities on request for funds may be set with these general guidelines: 1. ministerial staff salaries; 2. mission commitments; 3. financial obligations—debts, bill, etc.; 4. other budgeted items; 5. other non-budgeted expenses.)*
- d. *To see that the accounts of the treasurer are properly audited by the church auditing team, or if needed by a certified public accountant or an independent auditing firm as soon as possible after the end of each quarter; upon any change in the office of treasurer; and at such other times as the team may desire, this church may direct, or the treasurer may request*
- e. *To consider and recommend to this church, upon referral from the appropriate team, all requests for appropriation of funds for items not included in the budget*
- f. *To recommend and insure that this church has an adequate financial system (Each team member should become familiar with the church financial system.)*

G. Auditing Team

1. Composition

- a. *This team will be elected annually*
- b. *This team will consist of three persons.*
- c. *The chairperson will be elected by the team members.*

2. Responsibilities

- a. *To audit the books of Cornerstone Baptist Church annually or as directed by the Budget and Finance Team or this church*
- b. *To present to this church an audit statement, annually, at the regular business meeting (see appendix A)*

H. Transportation Team

1. Composition

- a. *This team will be elected annually.*

b. The chairperson will be elected by the team members and will serve as a member of the Church Coordinating Council.

2. Responsibilities

- a. To work with the pastor and/or other staff members in developing the transportation needs of this church*
- b. To see that all church owned vehicles are kept in serviceable order (maintenance, inspection, insurance, tags, etc.)*
- c. To present to this church for authorization, drivers that have been qualified and licensed by this state and who meet the qualifications of our insurance company*
- d. To fill out and submit the Driver Information Form to our insurance company*
- e. To post a list of available drivers*
- f. To be responsible for informing each driver of the Church Van/Bus Policy*
- g. To ensure that the van/bus is fueled and serviced before each trip and check the driver's log for needed repairs after each trip and see that needed repairs are done*

I. Music Team

1. Composition

- a. The number of members will be determined by need and members will be elected annually by this church.*
- b. At least two (2) of the team members should be members of the choir. The chairperson will be elected by the team members and will serve as a member of the Church Coordinating Council.*

2. Responsibilities

- a. To plan, advise and assist the Music Director in all matters pertaining to the music ministry of this church, particularly in organizing choirs, procuring director and accompanists, promoting a music publicity program and helping solve problems that may arise in church music functions*
- b. To recommend the music needs in regard to the annual budget*
- c. To select, purchase and maintain musical instruments, equipment and facilities in cooperation with the Music Director as authorized by this church*
- d. To keep an inventory of all music, instruments, etc.*

J. Building and Grounds Team

1. General Statement

All suggestions concerning alterations or addition to the buildings, grounds or equipment should be referred to this team.

2. Responsibilities

- a. To inspect all church properties periodically and carefully seek to maintain the beauty of this church's property*
- b. To insure the upkeep, cleanliness, repair and preservation of church buildings*
- c. To insure appearance, upkeep and maintenance of church grounds, including lawn, walks, and parking lots, also to secure personnel to clear snow from parking lot and sidewalks*
- d. To insure the proper functioning of the plumbing, heating, lighting and other facilities*
- e. To insure the general upkeep of church equipment (excluding all sound and special lighting equipment, musical instruments, choir equipment and Lord's Supper service items)*

- f. *To insure the general upkeep of equipment owned by this church for grounds maintenance (lawnmowers, etc.)*
- g. *To execute a master plan of landscaping as funds and/or gifts are available and approved by this church*
- h. *To make recommendations to the Personnel Team concerning the employment, training and procedures of maintenance personnel*
- i. *To consult with program and church organization leaders concerning adequate space allocations and furnishings and to recommend to the Church Coordinating Council changes in use of facilities and property*
- j. *To prepare budget recommendations in regard to buildings and grounds*
- k. *To work in cooperation with the trustees*
- l. *To keep an inventory of all church property and maintenance equipment*

K. Church Coordinating Council

1. General Statement

The Church Coordinating Council will serve this church in planning, coordinating and evaluating the ministries and programs of this church and its organizations. All matters agreed upon by the council will be presented to this church approval or disapproval.

2. Composition

a. *The council will be composed of the following church officers, unless otherwise determined by vote of this church:*

- 1. *Pastor*
- 2. *Other Ministerial Staff Members*
- 3. *Church Clerk*
- 4. *Treasurer*
- 5. *Either the Chairman or Vice-Chairman of the Deacons*
- 6. *Chairperson of the Trustees*
- 7. *Chairpersons of all teams*
- 8. *WOM Director*
- 9. *Baptist Men's Director*

b. *The chairperson of the Church Coordinating Council will be the pastor or in his absence, the chairman of the Deacons. In the absence of the chairman of the Deacons, a chairperson can be designated by other members of the council.*

3. Responsibilities

- a. *To review and coordinate ministry and program plans recommended by church officers, organizations and teams*
- b. *To recommend to this church the use of calendar time and other resources according to program priorities*
- c. *To evaluate achievements in terms of church objectives and goals*

L. Ushering and Greeting Team

1. Composition

- a. *The number of members will be determined by need.*
- b. *This team will be recommended by the Nominating Team and elected by this church annually.*
- c. *The chairperson will be elected by the team members.*

2. Responsibilities

- a. *To devise and implement plans to identify, greet and welcome people who attend this church at all worship services both inside the buildings and outside*
 - b. *To promote an atmosphere of friendliness and cordiality on the part of all church members and organizations toward visitors*
 - c. *To distribute bulletins and materials*
 - d. *To receive this church's offerings*
 - e. *To be alert to the needs of people during the worship services*
 - f. *To help maintain order during all worship services*
- M. Flower and Decorating Team*
- 1. *Composition*
 - a. *The number of members will be determined by need and the members will be elected annually by this church.*
 - b. *The chairperson will be elected by the team members.*
 - 2. *Responsibilities*
 - a. *To suggest and recommend procedures for securing, arranging and disposing of flowers for church services*
 - b. *To make provisions for the care and protection of any artificial arrangements bought or given to this church*
 - c. *To be responsible for the decorating of fellowship hall, vestibules, auditorium and bulletin boards*
- N. Funeral Flower Team*
- 1. *Composition*
 - a. *This team will be composed of three (3) members elected annually by this church.*
 - b. *The chairperson will be elected by this team.*
 - 2. *Responsibilities*
 - a. *In the case of the death of any of the following, the Funeral Flower Team will send flowers, a plant or memorial gift to the funeral or to the home of the family member. In the case where the deceased is an immediate family member of more than one church family, the flowers will be sent to the funeral.*
 - b. *Flowers, a plant or a memorial gift will be sent upon the death of:*
 - 1. *Any church member*
 - 2. *Immediate family member of any church member. This includes:*
 - a. *spouse*
 - b. *child*
 - c. *stepchild*
 - d. *mother, father, mother-in-law, father-in-law*
 - e. *stepparent*
 - f. *brother, sister, brother-in-law, sister-in-law*
 - g. *grandparent*
 - h. *grandchild*
- O. Sound and Special Lighting Team*
- 1. *Composition*
 - a. *The number of members will be determined by need and members will be elected annually by this church.*
 - b. *The chairperson will be elected by the team members.*
 - 2. *Responsibilities*

- a. *To operate the sound system*
- b. *To study acoustical and lighting problems in cooperation with the Music Director and recommend appropriate solutions to this church*
- c. *To purchase sound and special lighting equipment as authorized by this church*
- d. *To provide a maintenance program for the upkeep of sound and special lighting equipment*
- e. *To keep an inventory of all sound and special lighting equipment*
- f. *To ensure that a team member or another church member knowledgeable in the operation of the sound system be available for all worship services and all special occasions such as weddings, revivals, funerals etc. as requested by the Pastor and/or other ministerial staff members*

P. Hostess and Kitchen Team

1. Composition

- a. *The number of members will be determined by need and members will be elected annually by this church.*
- b. *The chairperson will be elected by the team members.*

2. Responsibilities

- a. *To arrange fellowship dinners and other meals as authorized by this church*
- b. *To make arrangements for funeral dinners*
- c. *To maintain kitchen facilities and equipment*
- d. *To keep an inventory of all kitchen equipment and recommend to this church (through the Building and Grounds Team) the purchase of any additional equipment needed to meet the ongoing church programs*
- e. *To purchase kitchen supplies as needed*
- f. *To see that arrangements are made for meals for guests invited by this church*

Q. Recreation Team

1. Composition

- a. *The number of members will be determined by need and members will be elected annually by this church.*
- b. *The chairperson will be elected by the team members.*

2. Responsibilities

- a. *To work with this church's organizations to plan and guide the total recreation program of this church*
- b. *To recommend, and upon church approval, organize wholesome recreational programs such as athletic teams, recreation leagues, intramural contests and physical training programs*
- c. *To maintain recreational facilities and equipment and keep an inventory of such facilities and equipment*

R. Evangelism Team

1. Composition

- a. *The number of members will be determined by need and members will be elected annually by this church.*
- b. *The chairperson will be elected by the team members.*

2. Responsibilities

- a. *To promote evangelistic opportunities among the membership*
- b. *To work with the church outreach directors in promoting Sunday School visitation*

- c. To supervise community surveys and enlistment campaigns of all lost or unchurched people in cooperation with the Outreach Director*
- d. To maintain a current church prospect file and community map of residents*

S. Counting Team

1. Composition

- a. This church will elect six (6) members to serve as the Counting Team. The members will serve on a rotating basis, with two (2) new members being elected every year for a three (3) year term. They will be presented by the Nominating Team.*
- b. This team will elect its own chairman. The chairman of this team will be asked to make an announcement, semi-annually, encouraging each person to complete all the information on their contribution envelopes.*
- c. If a vacancy occurs, the Nominating Team will recommend to this church body a replacement to fill the unexpired term.*

2. Responsibilities

- a. To make a report of all undesignated and designated funds collected by this church on a weekly basis*
- b. To distribute a copy of the weekly report to the Pastor, Treasurer and church files*
- c. To be responsible for ensuring that all church collected monies are given to church approved persons for depositing*
- d. In the event that there are not two (2) counters present to finalize the money report for a service, and another counting member is not available, contact a Budget and Finance Team member to be a witness (excluding the Church Treasurer)*

3. Guidelines

- a. On any contribution envelope, verify that the amount written and actual amount in the envelope are the same. If not, correct the envelope and both counters initial the change.*
- b. Each check must be listed separately on the bank deposit slip.*
- c. After all checks and cash have been counted and posted to the deposit slip, the deposit slips need to be initialed or signed and place moneys and deposit book in the bank bag and given to a church approved person for depositing.*

T. Hospitality Team

1. Responsibilities

- a. This team has the responsibility of welcoming first time visitors by presenting them a gift. Materials for gifts will be paid from the team's budgeted amount or donated by members of the church.*
- b. This team will also put together a Membership Packet for new members.*

U. Benevolence Team

1. Composition

- a. This team will be composed of three (3) or more members, of which two (2) shall be deacons, to minister to the needs of others.*
- b. Each request will come through the church office and referred to this team at the proper time.*
- c. To fully investigate each request and determine actual case needs.*

- d. *All benevolence monies will come through donations and special offerings and/or from the general fund and are under the control of this church at the recommendation of the deacons.*

Section 2 Special Teams

A. Pastoral Selection Team

1. Composition

- a. *This team will be composed of three (3) men and two (2) women. There will also be two (2) alternates (one man and one woman).*
- b. *This team will be selected from the floor by written ballots.*
- c. *The chairperson will be the man receiving the highest number of votes from the floor.*

2. Responsibilities

- a. *To seek out a man to serve as pastor when the present pastor terminates his duties or has his duties terminated*
- b. *To consider one (1) man at a time*
- c. *To investigate the man and arrange for a time to hear the prospective pastor preach*
- d. *To conduct a conference with the man and his family, and upon unanimous approval of the team, to arrange for him to preach to this church in view of a call*
- e. *To give this church at least a two (2) week notice prior to the prospect's coming to preach in a view of a call*
- f. *To recommend the prospective pastor to this church in a special called business meeting*
- g. *To contact the candidate and inform him of the decision of this church (A three-fourths (3/4) affirmative vote of those present and voting is required to issue a call to him.)*

3. Expenses

- a. *This church will pay the expenses of the Pastoral Selection Team when searching for a pastor.*
- b. *This church will be responsible for all expenses incurred when a prospective pastor is brought before this church.*

B. Church Constitution and By-Laws Team

1. Composition

- a. *This team will be appointed by the nominating team and elected by the church as needed*
- b. *The chairperson will be elected annually by the team members.*

2. Responsibilities

- a. *To formulate and present to this church proposed amendments needed to keep the constitution and by-laws current*
- b. *To study and recommend for church action any proposed amendments originating outside this team*
- c. *To resolve, subject to church approval, questions of constitutionality of actions*
- d. *To maintain the Church Policy and Operations Manual*

V. The Use of Church Property and Facilities

Section 1 By Church Members

A. General Statement

Members are welcome to schedule, upon approval of this church, use of church facilities when there is no conflict with organizational meetings. They will be responsible for providing their own supplies, such as paper goods, tea, coffee, sweetener, etc. (See Church Policy and Operations Manual).

Section 2 By Other Groups

A. General Statement

When use of church property or facilities does not conflict with any planned church activity, this church may authorize a one-time use of church facilities by outside groups. Their purpose must be in harmony with Christian principles and must be devoted to the welfare of the community. Continuing use of the church's facilities by such groups must be presented in written contract to this church through the Church Coordinating Council. In either case, any expense incurred, including utilities, janitorial services, breakage, etc., will be borne by the outside group. Usage cost will be determined by this church at the time of authorization.

VI. Official Church Documents

- A. All official church documents, including the membership roll, legal documents, contracts, warranties, constitution and by-laws, reports and minutes of church business meetings, etc., are considered church property and will be maintained at this church in a separate fire-resistant lock cabinet.*
- 1. Such documents will be available to the trustees, church clerk, pastor, church secretary and deacons; and through them to any member of this church.*
 - 2. Any person removing these documents from their container will sign a register (listing date, name, address, telephone number and date document returned).*
 - 3. The Church Secretary or the Church Office Manager will be the custodian of the container.*

VII. Church Ordinances

This church will observe two (2) ordinances: Baptism and The Lord's Supper.

Section 1 Baptism

A. General Statement

This church will receive for baptism any person who has received Jesus Christ as Lord and Savior by personal faith, who professes Him publicly at any worship service, and who indicates a commitment to follow Christ as Lord of his/her life.

- 1. Baptism will be by immersion.*
- 2. The pastor, interim pastor or other ordained minister or deacon authorized by this church, will administer baptism. The deacons and their wives will assist in the preparation for the observance of baptism. (See By-Laws Article II, Section 10)*

3. *Baptism will be administered as an act of worship during any worship service of this church.*
4. *A person who professes Christ and has not been baptized after a reasonable time will be counseled by the pastor, and/or staff or deacons; and if negative interest on the part of the candidate is ascertained, he/she will be deleted from the list of those awaiting baptism.*

Section 2 Lord's Supper

A. General Statement

The Lord's Supper is a symbolic act of obedience and celebration whereby we, through partaking of the bread and the fruit of the vine, commemorate the death of our Lord Jesus Christ and anticipate His second coming.

1. *The Lord's Supper will be observed at least quarterly and may be observed in any of the worship services as determined by the pastor and the deacons.*
2. *The pastor and deacons, or others as designated by this church, will be responsible for the administering of the Lord's Supper.*
3. *The deacons and their wives will be responsible for the physical preparation of the Lord's Supper. (See By-Laws Article II, Section 10)*
4. *Provision for the participation of this ordinance to the shut-ins will be made available upon request to the pastor and/or deacons.*
5. *All who participate in the Lord's Supper must be baptized believers of like faith and order as this church has indicated in its Statement of Faith. All must examine themselves as to their worthiness in partaking as presented in I Corinthians 11:17-32.*

VIII. Church Meetings

Section 1 Worship Services

- A. *Public services for worship will be held regularly on the Lord's Day, mid-week prayer service, and at such other times as may be recommended by the pastor, deacons, congregation and/or related teams. Prayer, praise, preaching, instruction and evangelism shall be among the ingredients of these services.*
- B. *Other special services may be called by the pastor, deacons, or by the congregation (i.e. Easter Sunrise Service, revivals, etc.).*

Section 2 Business

A. Rules of Order

Robert's Revised Rules of Order, insofar as such rules are not inconsistent with this constitution, shall govern at all business meetings of the church, its organizations and committees.

B. Quorum

Five percent (5%) of the Resident Membership shall constitute a quorum.

C. Messengers

This church will elect messengers annually. Such messengers will be instructed of their responsibilities by the pastor, chairman of the deacons and/or this church-at-large when they are elected. Such messengers will be:

1. *To the Top O Texas Association*

Each church in this association will send duly elected messengers to the Associational Meeting. Messengers are elected as follows:

- a. Each church shall be entitled to five (5) messengers for the first fifty (50) members or fraction thereof.*
 - b. One (1) additional messenger for each fifty (50) members thereafter.*
 - c. No church shall have more than twelve (12) messengers.*
- 2. To the Southern Baptists of Texas Convention*
- a. The Convention shall consist of messengers elected by the Southern Baptist churches cooperating with and making financial contributions to the work of the Convention during the current year.*
 - b. Each church shall be entitled to two (2) messengers.*
 - c. One (1) additional messenger for each fifty (50) members.*
 - d. No church shall have more than ten (10) messengers.*
 - e. Each messenger shall be a member of the church by which they are appointed.*
- 3. To the Southern Baptist Convention*
- a. The Convention shall consist of messengers who are members of Southern Baptist churches cooperating with the Convention.*
 - b. One (1) messenger from each such church which is in friendly cooperation with this convention and sympathetic to its purposes and work and has during the fiscal year preceding been a bona fide contributor to the Convention's work.*
 - c. One (1) additional messenger from each such church for every two hundred and fifty (250) members; or for each \$250.00 paid to the work of the Convention during the fiscal year preceding the annual meeting.*
 - d. The messengers will be appointed and certified by the churches to the Convention, but no church may appoint more than ten (10) messengers.*
 - e. Each messenger shall be a member of the church by which they are appointed.*
- D. Regular Business Meetings*
- 1. Regular business meetings for business will be held monthly at a designated date and time.*
 - 2. Officers, organizations and teams will make reports at these meetings.*
 - 3. All members of this church may make recommendations and/or motions from the floor at any regular business meeting.*
- E. Special Business Meetings*
- 1. A special called business meeting must go through the pastor or deacons.*
 - 2. This may be done by giving notice from the pulpit in at least two (2) regular church services in advance of such meeting. Included in this notice will be the subject, date, time and place of such meetings.*
 - 3. Discussion and action at specially called meetings will be limited to subject matter covered by the notice of such meeting.*
- F. Church Year*
- 1. This church's year will extend from September 1st through August 31st.*
 - 2. This church's fiscal year will extend from January 1st through December 31st.*

IX. Church Policies and Operations

All church policies not covered in the Constitution and By-Laws will be listed in the Church Policy and Operations Manual, a copy of which is included in this document. This manual will be maintained and amended by the Constitution Team upon final approval by this church at a regular business meeting.

X. Amendments

This Constitution and By-Laws may be altered or amended by a vote of two-thirds (2/3) of the members present and voting only at a special business meeting called for this purpose. No amendments will be voted upon that has not first been presented in writing to the Constitution Team and to this church's membership not less than thirty (30) days prior to the meeting at which the vote will be taken. Adopted amendments will be available for distribution to all resident members of this church and will be added to the constitution as amendments. Whenever the constitution is republished, the wording of amendments adopted since the last publication will be inserted into the body of the document to bring it up-to-date and to make it easier to read. The master copy of the constitution will be kept up-to-date between publications by crossing out superseded verbiage and cross referencing the added amendments. The church secretary will be responsible for keeping an up-to-date copy of the Constitution and By-Laws.

XI. Implementation

This constitution will become effective when approved by a two-thirds (2/3) vote of the members present and voting only at a special called business meeting called for this purpose.

Whereas it is recognized, that implementation of this constitution cannot be instantaneously accomplished once it is adopted by this church, it will be implemented as the need arises.

Wedding Policy

- A. *Refer to Wedding Policy Guidelines—A Copy will be kept in the church office*

Other Building Uses Policy

A. *General Statement*

Members are welcome to schedule use of church facilities for: showers, anniversaries, birthdays, reunions, family gatherings, etc.. None of these activities will be given in the name of this church.

- 1. Each activity must be scheduled on this church's calendar. Each group is responsible for supplying the paper goods (plates, napkins, cups, etc.) and coffee, tea, ice, etc. for the activity.*
- 2. The facilities must be left clean and in proper condition upon the completion of the activity.*

Dress Code Policy

A. *General Statement*

1 Timothy 2:9a. this applies to both male and female.

Preschool Policy

A. *General Statement*

This church will provide adequate nursery care and facilities for children birth through three (3) years of age, (as of September 1 of current year), at the following times:

- 1. Sunday School and Sunday Morning Worship Service*
- 2. Discipleship Training and Sunday Evening Worship Service*
- 3. Prayer Meeting*
- 4. Choir practice*
- 5. Bible study, study courses, seminars, book studies, etc.*
- 6. Church scheduled visitation*

B. *Parent Responsibilities*

- 1. Refer to Preschool Policy Booklet*

C. *Additional policies are listed in current Preschool Policy Booklet*

Fund Raising and Promotional Activities Policy

A. General Statement

We believe the bible teaches that all church activities and functions should be funded solely by tithes and offering. Malachi 3:8-10—“Will a man rob God? Yet you have robbed Me! But you say, ‘In what way have we robbed you?’ In tithes and offerings. You are cursed with a curse. For you have robbed Me, even this whole nation. Bring all the tithes into the storehouse, that there may be food in My house, and try Me now in this,” says the Lord of hosts, “”If I will not open for you the windows of heaven and pour out for you such blessing that there will not be room enough to receive it.” 2 Corinthians 9:6-8—But this I say: He who sows sparingly will also reap sparingly, and he who sows bountifully will also reap bountiful. So let each one give as he purposes in his heart, not grudgingly or of necessity; for God loves a cheerful giver. And God is able to make all grace abound toward you, that you, always having all sufficiency in all things, may have an abundance for every good work. Acts 20:35—“I have shown you in every way, by laboring like this, that you must support the weak. And remember the words of the Lord Jesus, that He said, ‘It is more blessed to give than to receive.’” Phillippians 4:18-19—Indeed I have all and abound. I am full, having received from Epaphroditus the things sent from you, a sweet-smelling aroma, an acceptable sacrifice, well pleasing to God. And my God shall supply all your need according to His riches in glory by Christ Jesus.

Teachers and Officers Policy

A. General Statement

II Timothy 2:15

- 1. All teachers and officers must be members of Cornerstone Baptist Church.*
- 2. All teachers and officers are encouraged to abide by the Bible Study Teachers and Officers Covenant which reads as follows:*

Bible Study Teachers and Officers Covenant

Recognizing the high privilege that is mine to serve my Lord through our Bible Study, and trusting in the help and guidance of the Holy Spirit, I earnestly pledge myself to this covenant:

- 1. I will, to the best of my ability, live what I teach about separation from the world and purity of life, “avoiding all appearances of evil,” setting an example in dress, conversation, conduct and prayer. I Thessalonians 5:22*
- 2. I will attempt to be faithful in attendance and make it a practice to be present at least ten (10) minutes early to welcome each pupil as he/she arrives. If at any time I am unable to teach my class, I will do my best to find a replacement teacher and/or notify the Sunday School Director at the earliest possible moment. I Corinthians 4:2*
- 3. I will manifest a deep spiritual concern for the members of my class. My first desire shall be to bring about the salvation of each pupil who does not know the Lord Jesus and to encourage the spiritual growth of every Christian. Daniel 12:3*
- 4. I will carefully prepare my lessons and make each lesson a matter of earnest prayer. I Thessalonians 5:17*
- 5. Recognizing that this church and Bible Study are inseparable, I will regularly attend and urge members of my class to be present at this church’s services. Believing in the importance of*

prayer, I will endeavor to maintain regular attendance at the midweek prayer service as well as Sunday Services. Hebrews 10:25

6. *I will teach according to the doctrines of this church. Acts 20:27-28*
7. *I will wholeheartedly cooperate with the outreach program of our church and will strive to visit the homes of each pupil at least once a year. I will also strive to reach those who are unenlisted in Bible Study. Matthew 18:12*
8. *I understand that my appointment as a teacher is for the twelve (12) month period beginning the first Sunday in September. Whether my appointment is made then or later in the Bible Study year, I understand that it automatically terminates the last Sunday in August. I Corinthians 3:9-11*

Purchasing Rules and Regulations

Churches are non-profit organizations, therefore, tax-exempt. Tax exempt certificates will be available in the office for purchases made outside the normal purchasing area. Purchase orders will be obtained and used for purchases (not including those which are ongoing building or remodeling project). Cornerstone Baptist Church will have charge accounts at various businesses so that purchases can be where our tax-exempt certificate will be on file. All receipts from these charges must be turned into the church office. Credit account cards will be used in businesses where applicable. They must be checked out of the church office and returned along with the receipt during office hours. Allowances for more time will be given in emergencies. Charge accounts should be used at all businesses where available with prior approval coming from team chairpersons or from the church office. Purchases over \$350 should seek action by the church unless an emergency arises. Reimbursement method of purchasing should only be used when all other methods of purchasing are not valid or has been pre-approved by team chairpersons or the church office. When in doubt, check with church office for any purchasing policies that are in place.

Miscellaneous Policies

- A. *Such church property as rectangle tables, metal folding chairs, etc. may be borrowed by members of this church. Sister churches may also borrow these items for church related functions. These items should be checked out by contacting the pastor and/or secretary.*
- B. *When the pianist and/or organist of this church provide the instrumental music for revival of Cornerstone Baptist Church, this church will give each of them an honorarium of \$50.00.*

Church Van/Bus Policy

A. Use of Van/Bus

1. *Due to insurance liability risks, the van/bus will not be made available for ones outside of Cornerstone Baptist Church.*
2. *There will not be, under any circumstances, alcohol, illegal drugs or tobacco products of any kind allowed on the van/bus.*
3. *On any extended trips, we prefer there be at least 2 licensed drivers aboard.*
4. *At least one other adult besides the driver will be required with each group.*

B. Van/Bus Calendar

1. *There will be a calendar for van/bus usage only. At anytime you wish to use the van/bus, make sure it is written on the calendar. First ones signing up have priority, unless special circumstances require special consideration.*

C. Drivers of Van/Bus

1. *Only church-authorized, licensed drivers may drive the van/bus. The proper Texas Department of Public Safety license will be required to operate any church owned vehicle.*
2. *All drivers must be members of Cornerstone Baptist Church.*
3. *Each licensed driver will have the option of having an ignition key in his/her possession. The keys to the gas cap, the spare tire and chair lift door will be kept in the van/bus.*
4. *Before beginning each trip, drivers will be required to make a pre-trip inspection (see appendix C). This will be located in the van/bus. Driver will also be required to note any maintenance required.*
5. *Drivers must be conscious of safety of his/her passengers (seated during travel, carry-on bags stored, children buckled in, etc.).*
6. *Drivers must observe all safety regulations (i.e. speed limits, no reckless driving, no alcohol or drug abuse).*
7. *Any person uninsurable will be dropped as a driver under our insurance policy.*

D. Group Leader Responsibilities

1. *The leader of each group will be responsible for the conduct of their passengers (being seated during travel, no ugly language or jokes, all children under the age of 10 are safely buckled in, etc.).*
2. *The leader of each group will be responsible to see that a proper dress code is maintained (no alcohol, drugs, tobacco or gang advertising clothing (see also Dress Code Policy).)*
3. *After each trip, the group using the van/bus, will be responsible to make sure that the van/bus is cleaned up (i.e. trash picked-up, vacuum or clean seats, if driven on muddy roads, please wash in a timely manner.*
4. *The leader of each group will be responsible for securing a driver for each trip.*
5. *The group leader is to notify a Transportation Team member of the date the van/bus will be used.*
6. *The group leader is to notify a Transportation Team member as to the location of the van/bus after each trip.*
7. *The group leader should use his/her discretion in determining the minimum number of passengers that would merit use of the van/bus.*

NOTE: The Transportation Team will be responsible for refueling of the van/bus after each use, checking the driver's log for needed repairs and seeing that needed repairs are done.

Cornerstone Baptist Church Treasurer Audit Checklist

- 1) YES NO *Are checks in sequence?
If not, list which checks are missing.*

- 2) YES NO *Do all bank deposits match deposits on counting sheets and treasurer's report?*
YES NO *Are there frequent errors on deposit slips?*
- 3) YES NO *Are checks endorsed by person or company listed as payee?*
YES NO *Are there second endorsements?*
YES NO *Are there strange endorsements?*
If so, explain

- 4) YES NO *Are there any unusual or strange payees or disbursements?*
- 5) YES NO *Do the checks match up against the invoices?*
- 6) YES NO *Are there invoices that may have been paid twice?*
- 7) YES NO *Are there invoices being paid late?*
- 8) YES NO *Are there checks made out to the treasurer?
If so, have the items been approved?*

- 9) YES NO *Is there a copy of the computer print out with the monthly packet?*

Date audited and signature of one auditing

APPENDIX B

Pre-Trip Checklist

Date _____

- _____ 1. Check that all tires have correct air pressure and all wheels and lug nuts are OK.
- _____ 2. Check for any dripping of liquids on the underside of engine and transmission (antifreeze, engine oil, transmission fluid and power steering fluid).
- _____ 3. Check the engine oil level (to be done with motor off).
- _____ 4. Check to make sure radiator is full of antifreeze (to be done only if engine is cool).
- _____ 5. Make sure all gauges are working properly when engine is running.
- _____ 6. Make sure all mirrors, windshield and side mirrors are cleaned.
- _____ 7. Emergency equipment is onboard (fire extinguisher, 3 red reflective triangles and spare fuses).
- _____ 8. Make sure that windshield wipers and washers work properly.
- _____ 9. Check that all dash lights and horn are working.
- _____ 10. Check that both high and low beam headlights work along with clearance lights, brake lights and signal lights.

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